

City of Fulshear
JOB DESCRIPTION

Position Title:

Finance Specialist – Payroll/Accounts Payable

Position Status:

Non-Exempt

General Description:

Responsible for accurate and efficient processing of the City payroll, documentation of payroll procedures, and administration of the City's time entry. Performs difficult and varied financial and clerical accounting work in support of accounts payable and similar activities in the Finance department. Processes requests for payment; compiles, reconciles and verifies general accounting information, and creates and maintains various fiscal records.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work more than 40 hours a week. As a City employee you are required to provide services or perform duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, you may be required to remain and perform needed services.

Organizational Relationships:

Reports to: Finance Director

Supervises: None

Qualifications:

A High School Diploma required. Bachelor's Degree or certified instruction in Accounting or Public Administration preferred. A minimum of four years' experience payroll. Two years of responsible administrative experience in accounts payable. Must be proficient in Microsoft Word, Excel, and Outlook. The person in this position must be able to pass background/credit check. Some travel required.

Additional Required Knowledge, Skills and Abilities:

Knowledgeable of personnel policies, procedures, and benefits as they relate to payroll and human resources. Knowledgeable of FLSA, IRS and other applicable federal, state and local laws. Skilled in performing mathematical calculations related to payroll, verifying totals and reconciling differences. Knowledge of state and federal laws and practices controlling accounting practices in relation to accounts payable. Ability to analyze and interpret financial and accounting records. Knowledge of computer systems and software applications related to accounts payable and payroll including spreadsheet software and word processing. Ability to be entrusted with confidential information.

Essential Duties:

- Completes bi-weekly payroll collecting, analyzing, reporting, and reconciling timesheets, distributing checks and processing the direct deposit file to the bank.
- Ensures timely payment of payroll taxes and timely filing of payroll-related information to outside agencies.
- Prepares and reconciles all payroll-related reports for the City and maintains payroll related records and files, ensuring their accuracy and security.
- Administers employee benefit leave time
- Provides assistance to supervisors/timekeepers on timesheet/pay practice related issues and assists employees with payroll related issues including benefits, and deductions.
- Prepares reports in coordination with the City's annual audit.
- Generates and reconciles year end payroll reports; prepares, mails and distributes employee W-2, 1099 forms and related tax statements.
- Prepare and processes accounts payable; performs check runs; prepares and processes electronic transfers of payments.
- Maintain various ledgers, registers and journals according to established account classifications.
- Audit invoices and receiving documents against purchase orders; reviews check requests; researches and resolves invoice discrepancies.
- Maintains vendor files; corresponds with vendors and responds to inquiries.
- Audits various claims for payment.
- Processes refunds under the direction of the Finance Director.

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- Assists with preparation of the annual budget.
- Other duties as assigned or required to perform the function of the position.

By my signature, I acknowledge the content of this job description and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date